

Guidelines for Developing New Programs

Feasibility Study and Documentation (application section II)

See "Guidelines for Conducting Feasibility Studies for New Programs" by Tom Winter.

Curriculum Outline (application section III)

The information in this curriculum outline is essential for developing the full picture of financial responsibilities and impact on the university.

A. Existing courses and frequency/rotation

List current courses (title, course ID, credit hours, catalog description, rotation cycle). Specify needed changes in frequency or rotation cycles of all courses in the program.

B. Proposed new courses and frequency/rotation (one page per new course)

For each proposed new course, provide: title, hundred level, credit hours, description of content, overall performance goal students will achieve in the course, justification of need for new course. *If proposed new courses have already been developed, submit each course in the New Course Application format and attach the syllabus. New courses and syllabuses may be developed following program approval.*

Chart showing correlation of outcomes and courses

Copy program outcomes from application section I, C and list courses that prepare students to achieve each outcome. Each course in the program should contribute to student achievement of one or more program outcomes.

C. Degree plan - Develop the complete proposed degree plan.

Proposed student schedule - Show a semester-by-semester schedule for completing the program in logical sequence according to frequency and rotation of course offerings.

Institutional Supports the Program Requires from ACU (application section IV)

A. Budget analysis of program

1. funding currently promised by ACU
2. additional funding required (supply details in sections B – F)
3. analysis of impact on existing programs in the department
4. shifts in current faculty assignments
5. justification for required changes within the department

B. Staffing requirements

1. faculty FTE required for program delivery
2. evidence of qualifications of current faculty who will teach in the program
3. additional faculty required, description of education and experience required
4. availability or scarcity of additional qualified faculty and cost of hiring

5. additional staff support required (including student and grad assistant personnel) and reallocation of responsibilities of current staff
6. assessment of university's commitment to date regarding financial support for staffing the program

C. Administration and governance of program

1. qualifications of existing faculty or availability of potential administrators to provide leadership for program
2. costs associated with governance of program, including release time
3. plans for academic advising

D. Library resources

Document existing library resources, cost of additional library resources to support the program adequately, and cost of maintaining library resources.

E. Equipment and space requirements

1. existing and needed equipment for program delivery
2. existing and needed office and classroom/lab space and furnishings
3. renovations required

F. Scholarships, recruiting, placement plans

1. estimate scholarship requirements, including graduate assistantships
2. indicate any special recruiting requirements and costs

G. Impact on existing departments and programs outside the home department

1. possibility of reducing or hindering other programs
2. complementary arrangements, cooperative agreements, shared courses, etc.

H. Revenue generated by the proposed program

1. number of new students to ACU (estimate per year for years 1-3)
2. number of additional credit hours sold per fiscal year
3. description and \$ value of anticipated revenue via other sources (specify)

Assessment Plans (guidelines in development)

Timeline for Program Development & Implementation (application section VI)

Provide information for all areas that apply.

- A. New course development** – who, when, release or overload? Estimated completion.
- B. Revisions to existing courses** – who, when, release or overload? Estimated completion.
- C. List additional development steps** – who, when, cost, completion dates.
- D. Program implementation schedule** – when each course will begin to be offered
- E. Approximate timing** for academic councils' approvals, inclusion in catalog, advertising, recruiting, hiring, facility changes, and purchases (equipment, furnishings, library resources, etc.)